

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Video Production	
<b>Solicitation No. - N° de l'invitation</b> 45045-140003/A	<b>Date</b> 2015-01-07
<b>Client Reference No. - N° de référence du client</b> 45045-14-0003	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-014-66494	
<b>File No. - N° de dossier</b> cx014.45045-140003	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-26</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wright, Brandon	<b>Buyer Id - Id de l'acheteur</b> cx014
<b>Telephone No. - N° de téléphone</b> (613) 991-1475 ( )	<b>FAX No. - N° de FAX</b> (613) 949-1281
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> STATISTICS CANADA MAIN BLDG RM 1405 150 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

45045-140003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cx014

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

45045-14-0003

cx01445045-140003

---

REQUEST FOR PROPOSAL 45045-140003/A

FOR

VIDEO PRODUCTION

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

## **TABLE OF CONTENTS - Video Production**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Basis for Canada's Ownership of Intellectual Property

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Required Precedent to Contract Award

### **PART 6 - FINANCIAL AND OTHER REQUIREMENTS**

- 6.1 Financial Capability

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants
- 7.7 Payment
- 7.8 Invoicing Instructions
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Insurance
- 7.13 Indemnity Against Moral Rights Infringement
- 7.14 Copyright
- 7.15 Copyright Mention
- 7.16 Canada Wordmark
- 7.17 Rights
- 7.18 Music Rights and Clearances
- 7.19 Technical Standards
- 7.20 Title and Product Identification Numbers

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

## 7.21 Storage

### List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Task Authorization Form 572

### List of Attachments:

Attachment 4.1 to Part 4

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Task Authorization Form 572.

### **1.2 Summary**

Statistics Canada (StatCan) has a requirement to establish one (1) Task Authorization-based Contract as a result of this Request for Proposal for the provision of video production services.

StatCan requires a broad scope of video productions produced both for internal and external audiences. Among others, these include informational, educational, outreach, recruiting, success stories, training and tutorial. The videos that are produced are used on many different platforms. Most videos required for the web are uploaded to the agency's web site and disseminated through various social media platforms.

Formats include standard definition (SD) and high definition (HD) video, video for the web (whether web casts, web streaming or video on demand) and interactive multimedia / new media platforms. The objective of this requirement is to have a Contractor who is able to fulfill Statistics Canada's varied requirements on an "as and when requested basis."

The Contract will be valid from the date of award to March 31, 2016, with the option to extend by four (4), one-year periods.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

StatCan has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies and 2 soft copies on USB)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Attachment 4.1 to Part 4

##### **4.1.1.2 Point Rated Technical Criteria**

See Attachment 4.1 to Part 4

### **4.2 Basis of Selection**

#### **4.2.1 Lowest Cost Per Point**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 245 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 350 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

## ATTACHMENT 4.1 TO PART 4

### M.1 MANDATORY TECHNICAL CRITERIA

#### M.1.1 EXPERIENCE OF THE FIRM (The demo samples will be rated under R.1)

The Bidder MUST demonstrate its experience by submitting one (1) DVD, one (1) Blu-ray, or one (1) USB stick demo of three (3) samples produced and completed since August 1, 2009, for external client(s). "External client(s)" is defined as clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder. The total running time of all three (3) samples combined MUST not exceed fifteen (15) minutes in length.

- One (1) of the samples MUST demonstrate the Bidder's ability to produce or adapt video in both official languages (English and French).
  - An adaptation is where after a production is produced in one official language, it is then adapted into the other official language, taking into consideration the social and cultural differences of the target language population. An adaptation is not a straight translation.

The following information MUST be provided for each sample:

- Client organization;
- Production dates;
- Indication of which sample is to be evaluated under R.1.2 Official Languages Capability

### R.1 POINT-RATED RATED TECHNICAL CRITERIA

Rated Criteria	Minimum Points Required	Maximum Points
R.1.1 Experience of the Firm and Quality of Samples Provided		
Sample 1	70	100
Sample 2	70	100
Sample 3	70	100
R.1.2 Official Languages Capability	35	50
TOTAL	245	350

Bidders that fail to meet the minimum points for each sample will be considered non-responsive.

#### R.1.1 EXPERIENCE OF THE FIRM AND QUALITY OF SAMPLES PROVIDED

(Maximum 100 points per sample - Minimum 70 points per sample)

The Bidder will be assessed against the demo samples provided in accordance with M.1.

The samples should be menu-driven.

To better understand the samples submitted for the mandatory criteria M.1, the following information should also be provided for each sample:

- Description and objectives of production;
- Target audience(s);
- Creative and technical approach.

The video samples will be evaluated on the following rated criteria:

##### R.1.1.1 Demo samples demonstrate creative and technical excellence (45 points per sample).

At a minimum, samples will be evaluated in accordance with the following criteria: your approach (How well the approach addressed the stated purpose of production); the quality of images; quality and effectiveness of

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

*cinematography, the use of special effects and graphics; use of camera angles; lighting; editing; and effective use of music and sound.*

**Percentage factors utilized for the evaluation of the demo samples:**

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Does not meet the client's objectives.

Acceptable (0.7): All of the above mentioned criteria meet the client's objectives, quality, and technical standards for the purposes of the production. Demo demonstrates some creativity and innovation.

Good (0.8): All of the above mentioned criteria meet the client's objectives, quality, and technical standards for the purposes of the production. One or two of the criteria are very good. Demo demonstrates good creativity and innovation.

Satisfactory (0.9): All of the above mentioned criteria meet the client's objectives, quality, and technical standards for the purposes of the production. The majority of the criteria are very good. One or two criteria may be excellent.

Approach demonstrates very good creativity and innovation.

Very Good (1): All of the above mentioned criteria meet the client's objectives, quality, and technical standards for the purposes of the production. Unique creative approach. Has excellent quality and use of images. Outstanding cinematography. Demo demonstrates excellent use of special effects and graphics and lighting. Has very effective use of music and sound.

**R.1.1.2 The effective use of treatment, script, language and visual techniques to communicate the themes and messages. (45 points per sample)**

*At a minimum, we are looking for the following criteria: complete storyline, clear script, appropriate use of language, effective communication of content and messages both in narration and on-camera and use of other techniques to get the message across..*

**Percentage factors utilized for the evaluation of the treatment, script, language and visual techniques:**

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable.

Acceptable (0.7): All of the above mentioned criteria are acceptable, and meets the established minimum. The treatment, script, language and technique adequately help convey themes and messages.

Good (0.8): One or two criteria are very good. Treatment, script, language and technique help convey the themes and messages.

Very Good (0.9): The majority of the criteria are met. One or two criteria may be excellent.

Treatment, script, language and techniques effectively communicate themes and messages.

Outstanding (1): Outstanding delivery of content, themes and messages. Treatment, script, language and techniques are communicated very well, both in narration and on-camera.

Appropriate techniques were used.

**R.1.1.3 Demonstrate a wide variety of visual and dramatic devices, such as: graphic animation sequences; typography/on-screen text; motion graphics and animations; still imagery; imported (stock) film footage; off-camera and on-camera narration; music; sound and special effects (10 points per sample).**

*At a minimum, should demonstrate the use of six (6) of the ten (10) above-mentioned visual or dramatic devices.*

**Percentage factors utilized for the evaluation of the visual and dramatic devices:**

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable.

Acceptable (0.7): At least six of the listed devices are used.

Good (0.8): At least six of the listed devices are used. Two or three of the devices are very good.

Very Good (0.9): At least six of the listed devices are used. The majority of the criteria are very good.

Four or five of the devices are excellent.

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Outstanding (1): At least six of the listed devices are used. A very effective blend of six or more visual or dramatic devices that are relevant to the subject matter. The quality and effectiveness of at least six devices are outstanding.

#### **R.1.2 OFFICIAL LANGUAGES CAPABILITY**

**(Maximum 50 points - Minimum 35 points)** The Bidder will be assessed against the demo sample indicated for this criterion, in accordance with **M.1**.

To better understand the sample submitted for the mandatory criteria **M.1**, the following information should also be provided for this sample:

- Approach used to produce or adapt the video and messaging in both official languages

*At a minimum, we are looking for the following criteria: Quality of translation/adaptation, the success in conveying equivalent messages in both English and French.*

#### **Percentage factors utilized for the evaluation of the Bidder's official languages capability:**

Not acceptable (0): The translation/adaptation was unsuitable or insufficient

Limited (0.5): The translation/adaptation was unclear and led to a minimal understanding of the message.

Acceptable (0.7): The translation/adaptation was mostly clear, but the messaging was not equivalent in both languages.

Outstanding (1): The translation/adaptation was clear and the messaging was mostly equivalent in both languages.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required Precedent to Contract Award**

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

### **5.2 Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.2.1 Canadian Content Certification**

**5.2.1.1.** *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition.

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Financial Capability**

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **7.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the tasks using the "Task Authorization Form" specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$35,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

"Minimum Contract Value" means \$7,500.00

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "A". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

**7.2.1 General Conditions**

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.2.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

**7.3 Security Requirement**

There is no security requirement applicable to this Contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2016 inclusive.

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Brandon Wright  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Communication Procurement Directorate  
Address: 360 Albert Street, Ottawa, Ontario, K1A 0S5



Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Telephone: 613-991-1475  
Facsimile: 613-949-1281  
E-mail address: brandon.wright@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority (to be determined at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative (to be determined at contract award)

### 7.6 Proactive Disclosure of Contracts with Former Public Servants (to be determined at contract award)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

#### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (to be determined at contract award) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.3 Monthly Payment – For Authorized Tasks**

*SACC Manual* clause H1008C (2008-05-12) Monthly Payment

#### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the following address for certification and payment:

Financial and Administrative Services Division (FASD)  
RH Coats Building, Finance Counter (RHC 6L)  
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6  
financecounter@statcan.gc.ca
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
    - c. one (1) copy must be forwarded to the consignee.

## **7.9 Certifications**

### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **7.9.2 Canadian Content Certification**

*SACC Manual clause A3060C (2008-05-12) Canadian Content Certification*

## **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

### **7.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information);
- (c) the general conditions 2035 (2014-09-25) General Conditions - Higher Complexity - Services ;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Task Authorization Form 572
- (g) the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated \_\_\_\_\_,

### **7.12 Insurance**

*SACC Manual clause G1005C (2008-05-12) Insurance*

### **7.13 Indemnity Against Morals Rights Infringement**

The Contractor shall indemnify and save harmless Canada and the Minister from and against all claims, losses, damages, costs and expenses sustained or incurred by Canada unless caused by Canada or the Minister, resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of this Contract and which person is claiming or claims a moral right, as set out under the Copyright Act.

The obligation to indemnify under this clause survives termination of this Contract and shall remain in force for the duration of the Copyright in the Work created under this Contract. In the alternate, the Contractor may provide written waivers of moral rights, signed and witnessed, from every single person that contributed to the writing, creating, producing or editing of the delivered work.

### **7.14 Copyright**

Title to all products resulting from the Work and all materials supplied shall be the property of Canada. The Supplier shall ensure that any articles in its possession shall be stored under suitable conditions (of safety,

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

temperature, humidity, etc.) until shipped, properly identified and packaged. Reproduction of any documents or other data shall not be reproduced without the expressed written permission of the Project Authority.

### 7.15 Copyright Mention

Incorporation into the end titles of a copyright notice, namely the symbol © followed by the name of the Minister and the appropriate date (year in which the production is completed), in the official languages.

© **Her Majesty the Queen in right of Canada**, represented by (Supplier to insert department name), (Supplier to insert Year).

© **Sa Majesté la Reine du chef du Canada représentée par** (Supplier to insert department name), (Supplier to insert year).

The notice shall be on a line by itself and shall be of such a size and time duration as to be easily read.

### 7.16 Canada Wordmark

Incorporation in each videotape program and into the final shot of the Canada Wordmark by itself and to be of such a size and time duration as to be easily read.

### 7.17 Rights

#### 7.17.1 Data Rights:

All documentation delivered by the Contractor shall become the property of Canada. Canada shall have full and complete rights to duplicate, use and disclose in any manner for the Government of Canada's purposes, all or any part of the documents/data specified to be delivered by the Contractor in response to a contract.

##### 7.17.1.1 Underlying Rights Requirements:

The Contractor is required to obtain underlying rights to material written, filmed, photographed, drawn, animated, or designed and acquired including talent, music, effects, as well as authoring software license rights for the following and provide documented proof thereof (releases) and to exhibit the said production by any medium in existence or to be invented including necessary transfers and duplication, for the following:

Utilizations: Educational /informational use, non-commercial\*, non-theatrical rights to be distributed by sale, loan and free give-away of copies in any format of any medium invented or to be invented and not limited to public performance, exhibit and public display;

Format: All digital encoded media including hard disk, floppy disk, compact disk (including CD-ROM, CD-ROM-XA, CDI, DVD, DVD-R, ID-ROM, WEB etc.) Compact devices, and any digital or analog audio visual format analogous to the foregoing;

Territory: Canada; and World

Duration: In perpetuity.

\* Non-commercial right to distribute the CD-ROM/DVD by sale is defined as the free distribution of the product and/or distribution of the product where the following costs are recovered by the distributor (user of the rights): replication, packaging, mailing and shipping.

### 7.18 Music Rights and Clearances

The following information will be required:

When stock music and/or effects are used the Supplier must report:

Music Title

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Composer  
Publisher  
Recording number  
Duration used  
Rights obtained

When original compositions and/or effects are used the Supplier must report:

Music Title  
Composer  
Duration  
Rights obtained

#### **7.19 Technical Standards**

In accordance with the Statement of Work, the finished work shall conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art utilized therein. The Minister reserves the right to incorporate and amend the Statement of Work, minimum technical and functional specifications as applicable. Quality control on all finished work shall be done by the Supplier even when the Contract states that the Technical Unit will be reviewing the deliverables.

#### **7.20 Title and Product Identification Numbers**

Incorporation into the master video, after the colour bars and before the start of the actual program, the release title and the supplied Product Identification Numbers.

*To be provided with Contract.*

#### **7.21 Storage**

The Supplier shall ensure that all products resulting from the work and all materials supplied which are in its possession are stored, at no cost to the Project Authority, under suitable atmospheric conditions until properly identified, packaged and shipped to the address(es) specified, and within the time frames defined, in the Contract.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **A.1 OVERVIEW**

To provide a full range of video production services on an “as and when requested” basis.

#### **A.2 OBJECTIVE**

Statistics Canada requires a broad scope of video productions produced both for internal and external audiences. Among others, these include informational, educational, outreach, recruiting, success stories, training and tutorial. The videos that are produced are used on many different platforms. Most videos required for the web are uploaded to the agency's web site and disseminated through various social media platforms.

Formats include standard definition (SD) and high definition (HD video, video for the web (whether web casts, web streaming or video on demand) and interactive multimedia / new media platforms. The objective of this requirement is to have a Contractor who is able to fulfill Statistics Canada's varied requirements on an “as and when requested basis.”

#### **A.3 REQUIREMENTS**

The scope of work is varied. In the majority of cases the contractor will be required to produce a complete production; however there will be times when only parts of a production will be requested. For example: only a camera shoot or adaptation of an existing video into another language (versioning). As well, the video may need to be produced and delivered on a variety of media: High Definition (HD), Digital Betacam, HDV tapes or a digital version on hard drives, USB keys, DVD or Blu-ray discs, web versions and others. The contractor must use broadcast quality equipment when capturing images for all projects.

All video files provided must meet the Government of Canada's Common Look and Feel (CLF) requirements that are applicable at the time the Task Authorization (TA) is issued (presently CLF2).

Video capture using a HDCAM or Digital Betacam camera or an equivalent professional camera must be used unless otherwise specified. If a digital video camera is used, it must have at a minimum a 3 CCD (Charge Coupled Device) chip and must have a minimum sampling ratio of 4:1:1. The only acceptable camera resolutions for High Definition are 720p, 1080i, 1080p or 24fps. A minimum compression rate of 4:2:2; 16 x 9 aspect ratio.

#### **A.4 VIDEO PRODUCTION PHASES**

##### **A.4.1 Pre-production:**

- a) Research;
- b) Scripting: may include but not limited to concepts, treatments, drafts, shooting and/or narration scripts, dialogue;
- c) Story boarding;
- d) Second language adaptation;
- e) Scheduling;
- f) Budgeting;
- g) Location scouting; and
- h) Rights and Releases.

##### **A.4.2 Production:**

- a) Location and studio shooting;
- b) Casting;
- c) Personnel & equipment;
- d) Supplies/stock;
- e) Transportation & travel costs; and

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

f) Props and construction.

#### **A.4.3 Post-production:**

- a) Transfers/lab costs;
- b) Time-coding;
- c) Image scanning and digitizing;
- d) Off-line editing; alpha testing;
- e) Visual elements creation, computer animation, computer generated graphics, etc.;
- f) Personnel & equipment;
- g) Sound & music recording;
- h) Sound track edit & mix;
- i) On-line editing; beta testing;
- j) Digital effects;
- k) Closed Captioning;
- l) Describe Video scripts;
- m) Mastering;
- n) DVDs /Blu-rays;
- o) Web ready files meeting the present common look and feel (CLF) requirements;
- p) Duplication and labelling; and
- q) Shipping to destination.

#### **A.5 DELIVERABLES**

Each production project shall be organized by the Contractor to allow for approval by the Project Authority at the following stages, for all language versions:

- a) Master files - "Lossless" or highest quality available
- b) DVD copies where applicable (type and quantity to be specified in each Task Authorization);
- c) Closed captioning files in keeping with latest Web Content Accessibility Guidelines (WCAG)
- a) Web ready files converted into .FLV and .MP4 format meeting the Common Look and Feel (CLF) that is applicable at the time of production (presently CLF2); the original .MOV/.WMV video file as alternate versions; an XHTML text transcript of the video; XML formatted time stamped closed captions; PNG placeholder image (this will display until the user clicks 'play');
- d) All camera originals;
- e) Copies of all rights and releases;
- f) Detailed Stock shot list;
- g) Comprehensive edit list; (Electronic version (.txt) file of edit decision list (EDL));
- h) Copy of all scripts (hard and soft copy).

#### **A.6 NEW MEDIA / E-LEARNING PRODUCTIONS**

Occasionally e-learning/new media requirements are requested. For these requirements the following approval stages and deliverables are to be incorporated in all Task Authorizations (TA). Most e-learning productions will be chaptered.

#### **A.7 Deliverables**

##### **A.7.1 Approval Stages (Acceptances)**

Prior to work being done on any Task under this contract, the Contractor will receive a Scope of Work from the Project Authority and will be required to provide an estimate to the Project and Contracting Authority for approval. This process is described in detail in the clauses and conditions of the Contract under article 1.2 Task Authorization.

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Work done and documents/data delivered in response to a TA under the contract will be evaluated within a reasonable time frame (maximum 5 working days from receipt of material by the Project Authority - this time frame will not apply to the Alpha and Beta milestones - these two milestones will require a minimum of 10 working days) on the basis of suitability, quality, adherence to schedule and specified standards. Providing the deliverables are accepted, the Project Authority will recommend approval. This approval will be the basis upon which payment will be made. The Project Authority reserves the right to require corrective action before authorizing payment or to reject the work if it fails to meet an acceptable standard.

Approval by the Project Authority is required for each of the following production components for both languages (if applicable) prior to proceeding to the next stage:

#### **A.7.1.1 Pre-Development:**

- 1) Instructional Design Blue Print / Multimedia design plan;
  - a. must be approved prior to development;
  - b. is to describe the planning, coordination and control details, the development methodology and provide an overview of the multimedia program specifically the design plan will provide:
    - the level of interactivity;
    - the presentation displays;
    - the sequence of presentations and displays and user-computer interaction;
    - a brief quality assurance plan; and
    - a trial and evaluation plan.
- 2) Detailed treatment;
  - a. a detailed description, look and feel of the screen from the user perspective, including design and layout of the screen functional specifications.

#### **A.7.1.2 Development:**

- a) logic flowchart;
- b) story board;
- c) graphical interface design for both English and French language versions ;
- d) draft(s) and final screen text in English and French;
- e) narration and performer scripts for both English and French language versions;
- f) content;
- g) music recordings, arrangements, and sound effects;
- h) graphics including backgrounds, icons, etc.;
- i) 2D/3D animation;
- j) video clip filming list;
- k) all audio-visual insert materials (still photos, video clips, etc.);
- l) all on-screen titles, credits, etc.;
- m) digitized media scans including photos, graphics, text, etc.;
- n) selection of talent/narrators for both English and French;
- o) language adaptation;
- p) any user guide graphics;
- q) multimedia / new media prototype;
- r) acceptance test plan; and
- s) the interface must be tested for error free operation and a test report submitted.

#### **A.7.1.3 Post-Development:**

- a) prototype module production and initial screen programming;
- b) program, Alpha Test version, 2 copies;
- c) technical inspection of video segments;
- d) program, Beta Test version, 2 copies;
- e) third party Beta testing report (company selected must be approved by Project Authority);



Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

- f) program pre-master;
- g) program master;
- h) program design, setup, and operating documentation;
- i) loading instructions;
- j) programming code (electronic copy and hard copy); and
- k) all deliverables.

#### **A.7.1.4 Any Print Material:**

- a) concept and layout;
- b) final artwork (with final text in English and French).

#### **A.7.1.5 Deliverables:**

Several of the following deliverables may be required; however, specific deliverables will be detailed as per each Task Authorization.

Upon completion of the project:

- a) a specified number of copies on DVD or Blu-ray of the final interactive program;
- b) master source code CD-R;
- c) released version completed CD-R;
- d) two (2) DVD or Blue-ray sets of uncompiled source code and multimedia / new media elements;
- e) a hard copy of the source codes;
- f) third party testing report;
- g) one (1) Compilation Master for the program;
- h) two (2) DVD copies for each of the English and French video clips only;
- i) scripts; hard copy and one diskette (of the final scripts);
- j) performers' releases;
- k) music and effects;
- l) fades, dissolves, optical effects, when required;
- m) titles, credits in appropriate languages;
- n) rights required to material filmed or acquired including talent, music and effects, etc.;
- o) the programming code, well documented, for the whole project, and
- p) program design, setup and operating documentation.

The materials related to the TA's and all releases/clearances documents for the rights must be:

- a) individually identified and labeled by release title and production component;
- b) when packed, identified and labelled by release title and production component;
- c) accompanied by a packing slip identifying each individual component shipped; and
- d) shipped as a complete package, not a partial shipment.

## **ANNEX B**

### **BASIS OF PAYMENT**

#### **B.1 FIRM HOURLY RATES**

The Bidder must submit firm, all-inclusive hourly rates as follows, for work performed to provide video production and provision of the final deliverables in accordance with any resulting Task Authorization under the Contract.

The firm all-inclusive hourly rates will be used in the evaluation. If a firm all-inclusive hourly rate is not provided for a category of service, a firm all-inclusive hourly rate of zero will be assigned for the category of service and the Bidder will be provided an opportunity to agree with the zero amount for the provision of the category of service.

If the Bidder agrees with the zero amount for the provision of the category of service then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The firm, all-inclusive hourly rates include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e. project office space (including Contractor's hardware and software), word processing, work estimates, photocopying, courier and telephone charges, local travel\* and the like) are included in the firm hourly rates identified herein, and will not be permitted as direct charges under the Contract.

The firm, all-inclusive hourly rates includes all required personnel, equipment operators, equipment, materials and applicable charges in the hourly rates submitted as no other fees or hourly rates for services will be payable above these rates\*\*.

\*Local travel is defined as within 100 kilometres of the place of business of the Bidder. All travel outside of a radius of 100 kilometres of the immediate area of the place of business of the Bidder must have the prior authorization of the Project Authority.

\*\* The firm, all-inclusive hourly rates do not include the cost of travel, camera rental or other direct and sub-contracted costs as specified in B.2 (B.2.1 and B.2.2) and B.3 of this Annex B Basis of Payment.

The Contractor is not permitted to charge hourly rates to prepare work estimates for Task Authorizations.

The rates must be in Canadian currency, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Bidders must submit the firm, all-inclusive hourly rates for each of the eleven (11) key categories of services and the two (2) blended hourly rates (see table B.1.1 under B.1).

#### **BLENDED HOURLY RATE (A):**

The firm all-inclusive blended hourly rate includes provision of all of the following services as required to complete the work:

- Lighting technician services
- Sound technician services
- Services of a Camera Assistant

#### **BLENDED HOURLY RATE (B):**

The firm all-inclusive blended hourly rate includes provision of all of the following services as required to complete the work:

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

- Research
- Translation and Adaptation
- Proofreading (English and French)
- Services of a Make-up Artist
- Set Staging / Set Decoration / Production of props
- Teleprompting
- Video Duplication including delivery on digital media including DVD, USB key, external hard drive etc.. as specified

Table B.1.1 - Category of Service	HOURLY RATE	HOURLY RATE	HOURLY RATE	HOURLY RATE	HOURLY RATE
	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4
Director – including Creative Planning and Creative Direction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Script Development /Writing / Editing / Storyboarding (English)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Script Development / Writing / Editing / Storyboarding (French)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Producer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Project Management/Production Management	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cinematography / Videography	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Still Photography	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Video Editing services (off-line and on-line)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Audio Editing and Mixing services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mastering: Provision of digital masters (including any Web-ready format) and Descriptive Video application, Closed captioning , Provision of Transcripts, and delivery on digital media/portable device including DVD, USB key, external hard drive etc.. as specified	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Blended Hourly Rate (A)</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Blended Hourly Rate (B)</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

## B.2 PRODUCTION COSTS

Production costs are costs associated with video production, excluding the services /professional fees billed as hourly rates in B.1.

Production costs applicable under B.2.1 and B.2.2 do not include the personnel, equipment operators, equipment (other than camera rental), materials or any applicable charges required for the provision of the services billed as hourly rates in B.1.

Production costs include but are not limited to:

- Camera rental
- Talent
- Studio rental
- Music (stock music and/or original composition)
- Props not constructed/fabricated/supplied by the Contractor

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.

### B.2.1 SUBCONTRACTED SERVICES

The Contractor will be reimbursed at cost for any actual expenditure reasonably and properly incurred to acquire goods and services from outside suppliers at the supplier's price, net of any trade or prompt payment discounts.

#### FOR EACH SUBCONTRACTED SERVICE OVER \$25,000.00 (GST / HST INCLUDED)

The Contractor must obtain competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results. A subcontracted service over \$25,000 (GST/HST included) applies to the total aggregate of the dollar value of each subcontracted service per resulting Task Authorization against the Contract.

### B.2.2 DIRECT EXPENSES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers, given the service(s) is/are documented in the approved Task Authorization against the Contract. All such direct expenses must have prior authorization of the Project Authority.

### B.3 TRAVEL AND LIVING EXPENSES

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All payments are subject to audit by Canada.

All travel must have prior authorization of the Project Authority.

### FINANCIAL EVALUATION

The figures below are for demonstration purposes only and do not represent current or expected hourly rates for video production services.

The lowest price per point will be calculated using the financial proposal as follows:

**Step 1:** For each Bidder, an average hourly rate per category of service will be calculated using the rates submitted for each of the periods of the contract.

#### Example of Step 1:

##### Bidder A

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	HOURLY RATE FOR OPTION PERIOD 3	HOURLY RATE FOR OPTION PERIOD 4	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$25.00	\$44.00	\$47.00	\$47.00	\$47.00	<b>\$42.00</b>
2. Script Development /Writing / Editing / Storyboarding (English)	\$15.00	\$20.00	\$25.00	\$25.00	\$25.00	<b>\$22.00</b>

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

3. Script Development / Writing / Editing / Storyboarding (French)	\$20.00	\$30.00	\$35.00	\$35.00	\$35.00	<b>\$31.00</b>
4. Producer	\$40.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$47.00</b>
5. Project Management/Production Management	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	<b>\$50.00</b>
6. Cinematography / Videography	\$30.00	\$44.00	\$47.00	\$47.00	\$47.00	<b>\$43.00</b>
7. Still Photography	\$10.00	\$20.00	\$25.00	\$25.00	\$25.00	<b>\$21.00</b>
8. Video Editing services (off-line and on-line)	\$25.00	\$30.00	\$35.00	\$35.00	\$35.00	<b>\$32.00</b>
9. Audio Editing and Mixing services	\$40.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$47.00</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$20.00	\$25.00	\$30.00	\$30.00	\$30.00	<b>\$27.00</b>
11. Mastering	\$35.00	\$44.00	\$48.00	\$48.00	\$48.00	<b>\$44.60</b>
<b>12. Blended Hourly Rate (A)</b>	<b>\$12.00</b>	<b>\$20.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$21.40</b>
<b>13. Blended Hourly Rate (B)</b>	<b>\$25.00</b>	<b>\$30.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$32.00</b>

#### Bidder B

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	HOURLY RATE FOR OPTION PERIOD 3	HOURLY RATE FOR OPTION PERIOD 4	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$45.00	\$50.00	\$55.00	\$55.00	\$55.00	<b>\$52.00</b>
2. Script Development /Writing / Editing / Storyboarding (English)	\$60.00	\$65.00	\$70.00	\$70.00	\$70.00	<b>\$67.00</b>
3. Script Development / Writing / Editing / Storyboarding (French)	\$55.00	\$58.00	\$61.00	\$61.00	\$61.00	<b>\$59.20</b>
4. Producer	\$58.00	\$64.00	\$68.00	\$68.00	\$68.00	<b>\$65.20</b>
5. Project Management/Production Management	\$54.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$61.80</b>
6. Cinematography / Videography	\$80.00	\$85.00	\$90.00	\$90.00	\$90.00	<b>\$87.00</b>
7. Still Photography	\$45.00	\$100.00	\$110.00	\$110.00	\$110.00	<b>\$95.00</b>
8. Video Editing services (off-line and on-line)	\$60.00	\$130.00	\$140.00	\$140.00	\$140.00	<b>\$122.00</b>
9. Audio Editing and Mixing services	\$55.00	\$58.00	\$63.00	\$63.00	\$63.00	<b>\$60.40</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$58.00	\$63.00	\$69.00	\$69.00	\$69.00	<b>\$65.60</b>
11. Mastering	\$54.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$61.80</b>
<b>12. Blended Hourly Rate (A)</b>	<b>\$40.00</b>	<b>\$41.00</b>	<b>\$45.00</b>	<b>\$45.00</b>	<b>\$45.00</b>	<b>\$43.20</b>
<b>13. Blended Hourly Rate (B)</b>	<b>\$35.00</b>	<b>\$37.50</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$37.90</b>

#### Bidder C

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	HOURLY RATE FOR OPTION PERIOD 3	HOURLY RATE FOR OPTION PERIOD 4	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	<b>\$55.00</b>
2. Script Development /Writing /	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	<b>\$48.00</b>

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

Editing / Storyboarding (English)						
3. Script Development / Writing / Editing / Storyboarding (French)	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	<b>\$45.00</b>
4. Producer	\$67.00	\$67.00	\$67.00	\$67.00	\$67.00	<b>\$67.00</b>
5. Project Management/Production Management	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	<b>\$68.00</b>
6. Cinematography / Videography	\$180.00	\$185.00	\$190.00	\$190.00	\$190.00	<b>\$187.00</b>
7. Still Photography	\$120.00	\$125.00	\$130.00	\$130.00	\$130.00	<b>\$127.00</b>
8. Video Editing services (off-line and on-line)	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	<b>\$47.00</b>
9. Audio Editing and Mixing services	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	<b>\$45.00</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	<b>\$57.00</b>
11. Mastering	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00	<b>\$59.00</b>
<b>12. Blended Hourly Rate (A)</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>13. Blended Hourly Rate (B)</b>	<b>\$55.00</b>	<b>\$55.00</b>	<b>\$55.00</b>	<b>\$55.00</b>	<b>\$55.00</b>	<b>\$55.00</b>

#### Bidder D

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION PERIOD 1	HOURLY RATE FOR OPTION PERIOD 2	HOURLY RATE FOR OPTION PERIOD 3	HOURLY RATE FOR OPTION PERIOD 4	AVERAGE HOURLY RATE
1. Director – including Creative Planning and Creative Direction	\$100.00	\$110.00	\$120.00	\$120.00	\$120.00	<b>\$114.00</b>
2. Script Development /Writing / Editing / Storyboarding (English)	\$102.00	\$114.00	\$124.00	\$124.00	\$124.00	<b>\$117.60</b>
3. Script Development / Writing / Editing / Storyboarding (French)	\$105.00	\$115.00	\$125.00	\$125.00	\$125.00	<b>\$119.00</b>
4. Producer	\$100.00	\$110.00	\$120.00	\$120.00	\$120.00	<b>\$114.00</b>
5. Project Management/Production Management	\$95.00	\$100.00	\$110.00	\$110.00	\$110.00	<b>\$105.00</b>
6. Cinematography / Videography	\$110.00	\$120.00	\$130.00	\$130.00	\$130.00	<b>\$124.00</b>
7. Still Photography	\$105.00	\$115.00	\$125.00	\$125.00	\$125.00	<b>\$119.00</b>
8. Video Editing services (off-line and on-line)	\$125.00	\$135.00	\$145.00	\$145.00	\$145.00	<b>\$139.00</b>
9. Audio Editing and Mixing services	\$100.00	\$110.00	\$120.00	\$120.00	\$120.00	<b>\$114.00</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$100.00	\$110.00	\$120.00	\$120.00	\$120.00	<b>\$114.00</b>
11. Mastering	\$108.00	\$108.00	\$128.00	\$128.00	\$128.00	<b>\$120.00</b>
<b>12. Blended Hourly Rate (A)</b>	<b>\$85.00</b>	<b>\$95.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$96.00</b>
<b>13. Blended Hourly Rate (B)</b>	<b>\$80.00</b>	<b>\$85.00</b>	<b>\$90.00</b>	<b>\$90.00</b>	<b>\$90.00</b>	<b>\$87.00</b>

#### Bidder E

Category of Service	HOURLY RATE FOR CONTRACT PERIOD	HOURLY RATE FOR OPTION	HOURLY RATE FOR OPTION	HOURLY RATE FOR OPTION	HOURLY RATE FOR OPTION	AVERAGE HOURLY RATE
---------------------	---------------------------------	------------------------	------------------------	------------------------	------------------------	---------------------

Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

		PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	
1. Director – including Creative Planning and Creative Direction	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00	<b>\$53.00</b>
2. Script Development /Writing / Editing / Storyboarding (English)	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
3. Script Development / Writing / Editing / Storyboarding (French)	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
4. Producer	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
5. Project Management/Production Management	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$48.00</b>
6. Cinematography / Videography	\$150.00	\$150.00	\$155.00	\$155.00	\$155.00	<b>\$153.00</b>
7. Still Photography	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
8. Video Editing services (off-line and on-line)	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
9. Audio Editing and Mixing services	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	<b>\$63.00</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$48.00</b>
11. Mastering	\$108.00	\$118.00	\$128.00	\$128.00	\$128.00	<b>\$122.00</b>
<b>12. Blended Hourly Rate (A)</b>	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$48.00</b>
<b>13. Blended Hourly Rate (B)</b>	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00	<b>\$48.00</b>

**Step 2:** The highest and lowest average hourly rate per category of service will be removed prior to calculating the overall average rate per category. If there are three or fewer bidders, no hourly rates will be removed.

**Example of Step 2:**

Category of Service	Bidder A Average Hourly rate	Bidder B Average Hourly rate	Bidder C Average Hourly rate	Bidder D Average Hourly rate	Bidder E Average Hourly rate	Overall Average
1. Director – including Creative Planning and Creative Direction	\$42.00	\$52.00	\$55.00	\$114.00	\$53.00	<b>\$53.33</b>
2. Script Development /Writing / Editing / Storyboarding (English)	\$22.00	\$67.00	\$48.00	\$117.60	\$63.00	<b>\$59.33</b>
3. Script Development / Writing / Editing / Storyboarding (French)	\$31.00	\$59.20	\$45.00	\$119.00	\$63.00	<b>\$55.73</b>
4. Producer	\$47.00	\$65.20	\$67.00	\$114.00	\$63.00	<b>\$65.07</b>
5. Project Management/Production Management	\$50.00	\$61.80	\$68.00	\$105.00	\$48.00	<b>\$59.93</b>
6. Cinematography / Videography	\$43.00	\$87.00	\$187.00	\$124.00	\$153.00	<b>\$121.33</b>
7. Still Photography	\$21.00	\$95.00	\$127.00	\$119.00	\$63.00	<b>\$92.33</b>
8. Video Editing services (off-line and on-line)	\$32.00	\$122.00	\$47.00	\$139.00	\$63.00	<b>\$77.33</b>
9. Audio Editing and Mixing services	\$47.00	\$60.40	\$45.00	\$114.00	\$63.00	<b>\$56.80</b>
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$27.00	\$65.60	\$57.00	\$114.00	\$48.00	<b>\$56.87</b>
11. Mastering	\$44.60	\$61.80	\$59.00	\$120.00	\$122.00	<b>\$80.27</b>
<b>12. Blended Hourly Rate (A)</b>	\$21.40	\$43.20	\$40.00	\$96.00	\$48.00	<b>\$43.73</b>
<b>13. Blended Hourly Rate (B)</b>	\$32.00	\$37.90	\$55.00	\$87.00	\$48.00	<b>\$46.97</b>

**Step 3:** If any Bidder's average hourly rate per category is more than 50% below or 100% above the overall average of a category of service, its bid will be considered non-responsive.



Solicitation No. - N° de l'invitation  
45045-140003/A  
Client Ref. No. - N° de réf. du client  
45045-14-0003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx01445045-140003

Buyer ID - Id de l'acheteur  
cx014  
CCC No./N° CCC - FMS No./N° VME

### Example of Step 3:

Category of Service	Bidder A Average Hourly rate	Bidder B Average Hourly rate	Bidder C Average Hourly rate	Bidder D Average Hourly rate	Bidder E Average Hourly rate	Overall Average	Minimum Responsive Hourly Rate	Maximum Responsive Hourly Rate
1. Director – including Creative Planning and Creative Direction	\$42.00	\$52.00	\$55.00	\$114.00	\$53.00	\$53.33	\$26.67	\$106.67
2. Script Development /Writing / Editing / Storyboarding (English)	\$22.00	\$67.00	\$48.00	\$117.60	\$63.00	\$59.33	\$29.67	\$118.67
3. Script Development / Writing / Editing / Storyboarding (French)	\$31.00	\$59.20	\$45.00	\$119.00	\$63.00	\$55.73	\$27.87	\$111.47
4. Producer	\$47.00	\$65.20	\$67.00	\$114.00	\$63.00	\$65.07	\$32.53	\$130.13
5. Project Management/Production Management	\$50.00	\$61.80	\$68.00	\$105.00	\$48.00	\$59.93	\$29.97	\$119.87
6. Cinematography / Videography	\$43.00	\$87.00	\$187.00	\$124.00	\$153.00	\$121.33	\$60.67	\$242.67
7. Still Photography	\$21.00	\$95.00	\$127.00	\$119.00	\$63.00	\$92.33	\$46.17	\$184.67
8. Video Editing services (off-line and on-line)	\$32.00	\$122.00	\$47.00	\$139.00	\$63.00	\$77.33	\$38.67	\$154.67
9. Audio Editing and Mixing services	\$47.00	\$60.40	\$45.00	\$114.00	\$63.00	\$56.80	\$28.40	\$113.60
10. Graphic Services including 2D and 3D computer animation / Visual special effects / Compositing / Motion Graphics	\$27.00	\$65.60	\$57.00	\$114.00	\$48.00	\$56.87	\$28.43	\$113.73
11. Mastering	\$44.60	\$61.80	\$59.00	\$120.00	\$122.00	\$80.27	\$40.13	\$160.53
12. Blended Hourly Rate (A)	\$21.40	\$43.20	\$40.00	\$96.00	\$48.00	\$43.73	\$21.87	\$87.47
13. Blended Hourly Rate (B)	\$32.00	\$37.90	\$55.00	\$87.00	\$48.00	\$46.97	\$23.48	\$93.93

The bid from Bidder A would be non-responsive as they did not meet the minimum responsive hourly rates for certain categories. The bid from Bidder D would be non-responsive as it did not meet the maximum responsive hourly rate for certain categories.

**Step 4:** The price per point will be calculated by adding up the remaining bidder's individual average hourly rates and dividing that number by their Total Technical Score to determine their cost per point. The bidder with the lowest cost per point will be recommended for award of a contract.



## ANNEX C

### Task Authorization Autorisation de tâche

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization</b> <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	<b>Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche</b> <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
<b>Contract Number</b> Enter the PWGSC contract number.	<b>Numéro du contrat</b> Inscrire le numéro du contrat de TPSGC.
<b>Contractor's Name and Address</b> Enter the applicable information	<b>Nom et adresse de l'entrepreneur</b> Inscrire les informations pertinentes
<b>Security Requirements</b> Enter the applicable requirements	<b>Exigences relatives à la sécurité</b> Inscrire les exigences pertinentes
<b>Total estimated cost of Task (Applicable taxes extra)</b> Enter the amount	<b>Coût total estimatif de la tâche (Taxes applicables en sus)</b> Inscrire le montant
<b>For revision only</b>	<b>Aux fins de révision seulement</b>
<b>TA Revision Number</b> Enter the revision number to the task, if applicable.	<b>Numéro de la révision de l'AT</b> Inscrire le numéro de révision de la tâche, s'il y a lieu.
<b>Total Estimated Cost of Task (Applicable taxes extra) before the revision</b> Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	<b>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision</b> Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
<b>Increase or Decrease (Applicable taxes extra), as applicable</b> As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	<b>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu</b> S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.
<b>1. Required Work: Complete sections A, B, C, and D, as required.</b>  <b>A. Task Description of the Work required:</b>  Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.  (a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1. 50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.  (b) Details of the activities to be performed (include as an attachment, if applicable)  (c) Description of the deliverables to be submitted (include as an attachment, if applicable).	<b>1. Travaux requis : Remplir les sections A, B, C et D, au besoin.</b>  <b>A. Description de tâche des travaux requis :</b>  Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.  (a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35. 1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.  (b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).  (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité No - Non      Yes - Oui      If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

---

Name and title of authorized client - Nom et titre du client autorisé à signer

---

Signature

---

Date

---

PWGSC Contracting Authority - Autorité contractante de TPSGC

---

Signature

---

Date

## 3. Contractor's Signature - Signature de l'entrepreneur

---

Name and title of individual authorized - to sign for the  
Contractor  
Nom et titre de la personne autorisée à signer au nom de  
l'entrepreneur

---

Signature

---

Date